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19 September 1967

MEMORANDUM TO: Deputy Director for Support

THROUGH : Chief, Support Services Staff

SUBJECT : Request for Approval of Records Officer Meeting

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1. This memorandum is for your approval. The substitutive nature of the request is contained in paragraph 3 below.

2. Once every two to three months the Records Officers of the Agency meet to discuss matters of mutual concern. The last meeting took place 15 June 1967 at which time there were 54 Officers attending. The response from those attending was indeed most gratifying and practically all from whom we received comments indicated a strong desire for an opportunity to meet again soon.

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3. It is our plan to hold the upcoming meeting at [REDACTED]. The proposed dates for the meeting are 24 and 25 October 1967. Approximately 65 Records Management Officers would attend in an atmosphere which it is hoped would create and enhance professional repore among these personnel. Specifically we are planning an agenda which would include a keynote talk by the Assistant Archivist for Records Management, a talk from [REDACTED], a former member of the Inspector General's Staff, as well as from individual Records Officers and members of my staff. The topics are to cover the overall problem of the Records administration program and details of each aspect such as Forms, correspondence reports, equipment and disposal. Round table forums on our records storage problem also is planned. The comradeship which we believe would be gained in this endeavor would be invaluable to the Agency and its administrative efficiency.

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4. Your favorable consideration and approval to the foregoing is requested.

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CIA Records Administration Officer

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